

## **WBA *WBA*Alert EDITORIAL POLICY (Effective 2-5-12)**

### **Information Submission Guidelines:**

Authors must submit information via e-mail to [mpierson@zoominternet.net](mailto:mpierson@zoominternet.net) or [bchesz@verizon.net](mailto:bchesz@verizon.net).

Information for the *WBA*Alert must be received at least 3 days prior to the end of the month in order for the information to appear in the following month's issue of the *WBA*Alert. It is the author's responsibility to assure his/her story arrives by the deadline. The *WBA*Alert will issue monthly during the first week of each month.

The number of announcements which may appear in total for each issue is limited. Submissions are subject to the following limitations.

Only announcements for events or programs of the Women's Bar Association of Western Pennsylvania, events co-sponsored by the WBA, and court or government notices will be published.

General WBA announcements, as well as court or government notices may continue to appear up to two (2) times.

The editors reserve the right to select, reject, and edit information at our sole discretion. This includes the frequency of appearance for announcements.

All informational blurbs submitted for the *WBA*Alert must be 50 words or less. If the announcement requires further explanation or information, a link to a webpage or pdf document with that information will be placed in the announcement.

The author assures the information submitted is his/her own original work and is not under any legal restriction for publication (i.e. previous copyright ownership).

The author assumes full responsibility for checking all names, titles, dates, and facts for information submitted.

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